

United States District Court  
District of New Hampshire

United States of America

v.

Case No. \_\_\_\_\_

\_\_\_\_\_  
(Defendant)

**SUGGESTED ELEMENTS FOR**  
**CJA EX PARTE MOTION FOR TRAVEL**  
**AND ORDER**

Name of Traveler: \_\_\_\_\_ ☐ Attorney ☐ Expert

Address of Traveler: \_\_\_\_\_  
\_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination: To: \_\_\_\_\_

From: \_\_\_\_\_

Airport if different than destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

*Brief explanation as to the necessity for travel, how the purpose of the trip is relevant to the facts of the case, and why the number days of travel is required.*

**Expense Summary:**

*The following information is a summary of travel expenses to be incurred. The court will not normally reimburse expenses in excess of the government per diem rate. Please check per diem rate for the destination and verify airfare, hotel, and rental car rates before submitting travel request . For current per diem rates for the locale being visited, contact the Clerk's CJA Coordinator or log onto [www.fedtravel.com](http://www.fedtravel.com).*

<i>Description</i>	<i>Number of Days</i>	<i>Total</i>
<i>Per Diem Rate for Destination \$ _____ (Lodging and Meals)</i>		\$
<i>Airfare</i>	<i>N/A</i>	\$
<i>Miscellaneous: Parking, Taxi, Shuttle, Tolls</i>		\$
<b><i>TOTAL</i></b>		\$

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney Name/Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### ORDER

The above estimated travel request is ☐ Approved. ☐ Denied.

Reason for Denial: \_\_\_\_\_

SO ORDERD:

Dated: \_\_\_\_\_

\_\_\_\_\_  
 United States District Judge /  
 United States Magistrate Judge